

## Instructions for Finance - Public Institutions Using GASB 34/35

### General Information and Instructions – GASB

Please respond to each item on this on-line data collection in the space provided. The categories of financial data are designed to be consistent with your entity-wide general-purpose financial statements (GPFS). **IN ALL CASES, THE STARTING POINT FOR REPORTING SHOULD BE AMOUNTS REPORTED IN THE GPFS FOR THE MOST RECENT FISCAL YEAR ENDING BEFORE OCTOBER 1, 2004. THE REPORTING ENTITY'S FINANCIAL ACCOUNTING POLICIES AND PROCEDURES SHOULD BE THE BASIS FOR REPORTING IN THE INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS).**

If financial categories in your GPFS are more aggregated than those required for the IPEDS survey, please use your underlying institutional records to determine the necessary amounts. If financial categories are more detailed than those required for the IPEDS survey, please combine the financial statement amounts and report only the combined number in the IPEDS survey. Report all data in WHOLE DOLLARS only, omitting cents. For any item on the report where exact data do not exist, please give estimates.

Data providers to the on-line Finance Survey should be familiar with college and university accounting policies and practices. To provide additional help, many accounting and related terms are underlined and colored blue. These terms are linked to definitions found in the on-line glossary. Additional references may be found in the National Association of College and University Business Officers' (NACUBO) **Financial Accounting and Reporting Manual (FARM)**. To obtain a copy of the **FARM**, contact the NACUBO Publications Department at 866-348-6300, or use the print-off order form provided on the NACUBO website ([www.nacubo.org](http://www.nacubo.org)).

Four different types of data appear on the on-line forms. First, there are data you will provide from your institution's GPFS and/or underlying records. Second, there are prior year data, shown in red, which can be used by the data provider as a basis for comparisons with the current year's data being provided.

(Institutions reporting using GASB standards should see the note above about prior year data.) Third, there are data carried forward from one part of the form to another part of the form to ensure that the form is internally consistent. Finally, there are data generated by summing together other data elements. In the latter two cases, the data provider is requested to check the data carried forward and the data generated to make sure that these data are consistent with the data found in the institution's GPFS. If the data carried forward or generated are not consistent with the institution's GPFS, then an error in data provision may have occurred.

### General Information – GASB Institutions

**Fiscal Year:** please enter the beginning and ending date of the period covered by the financial data being reported. If the period is not a full 12-month year, please explain in the "caveats" section below why a 12-month period was not included.

**Audit Opinion:** please check the appropriate box to indicate if the related financial statements received an unqualified opinion from your auditors. If "no" is checked, please note in the space provided the general nature of the qualification. If the statements have not been audited, please check "Don't know" and note in the explanation box that the financial statements are unaudited.

**GASB alternative models:** check the appropriate box to indicate the model alternative from GASB Statement No. 34 that is used in preparing the General

## Purpose Financial Statements.

**Component Unit:** these should be reported in the same number and amounts as included on the face of the institution's financial statements. The number entered here will be used to determine the number of forms needed for reporting the component units. These component units include affiliated entities as described in GASB statement 39.

**System or Governing Board:** Please check (click) the appropriate box in this section. If your institution is not part of a system, check the first box. A system is an organization of two or more higher education institutions with a common governing body. An institution of higher education is an institution that is accredited at the college level by an accrediting agency or association recognized by the Secretary, U. S. Department of Education, and that offers at least a one-year program of study creditable toward a degree, and that is eligible for participation in Title IV federal financial aid programs. For purposes of the IPEDS Finance Survey, it is requested that each institution and branch (with a separate program agreement for Title IV) submit a separate Finance Survey. Each system office should submit a separate Finance Survey. Any revenues, expenses, assets, liabilities, and net assets that can be identified by individual institution may be reported by the individual institution(s) rather than by the system. It is very important that there be no double reporting of amounts between institutions and systems; it is also important that there be full reporting of all amounts for all institutions and systems.

**Caveats:** enter in this space any explanations specified in other instructions or any other information critical to financial statement users.

**Prior year data:** For the first year that financial data is reported using the standards of GASB 34 and 35, restated prior year data will not be collected and data for the prior year using different standards will not be shown.

## Part A – Statement of Net Assets

Report the assets, liabilities, and net assets of the primary institutional reporting unit in this Part. Data should be consistent with the Statement of Net Assets in the GPFS.

**01 – Total Current Assets** – Report all current assets on this line. (Note: all current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.) Include cash and cash equivalents, investments, accounts and notes receivables (net of allowance for uncollectible amounts), inventories, and all other assets classified as current assets.

**Noncurrent Assets** – Report on lines 02-05 all noncurrent assets. (Note: all current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.)

**02 – Capital assets-depreciable (gross)** – Report all capital assets subject to depreciation, including improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible depreciable assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Include only depreciable capital assets on this line; non-depreciable capital assets will be included on line 04. Report the gross carrying amount of all depreciable capital assets without reducing for accumulated depreciation, which will be reported on line 03.

**03 – Accumulated depreciation** – Report the total of accumulated depreciation on the capital assets reported on line 02. This should be entered as a positive

amount.

**04 – Other noncurrent assets** – This amount is automatically generated by subtracting from the amount on line 05 the net difference of lines 02 and 03. This should be the amount of all noncurrent assets reported by the institution not included on lines 02-03.

**05 – Total Noncurrent Assets** – Report the total of all noncurrent assets as reported in the institution's GPFS.

**06 – Total Assets** – This amount is automatically generated by adding the amounts on lines 01 and 05.

**Current Liabilities** – Report on lines 07-09 all current liabilities. (Note: all current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.)

**07 – Long-term debt, current portion** – Report the amount due in the next operating cycle (usually a year) for amounts otherwise reported as long-term or noncurrent debt. Include only outstanding debt on this line; the current portion of other long-term liabilities, such as compensated absences, will be included on line 08.

**08 – Other current liabilities** – This amount is automatically generated by deducting from the amount on line 09 the amount on line 07.

**09 – Total Current Liabilities** – Report the total of all current liabilities as reported in the institution's GPFS.

**Noncurrent Liabilities** – Report on lines 10-12 all noncurrent liabilities. (Note: all current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.)

**10 – Long-term debt** – Report the amount for long-term debt arising from debt issuance and lease-purchase agreements. Other long-term liabilities, such as compensated absences, claims & judgments, pensions, and other similar noncurrent liabilities will be included on line 11. Note that the amount of long-term debt due within the next operating cycle is reported on line 07.

**11 – Other noncurrent liabilities** – This amount is automatically generated by deducting the amount on line 10 from the amount on line 12.

**12 – Total Noncurrent Liabilities** – Report the total of all noncurrent liabilities as reported in the institution's GPFS.

**13 – Total Liabilities** – This amount is automatically generated by adding the amounts on lines 09 and 12.

**Net Assets** – Report on lines 14-18 the amount of all net assets.

**14 – Invested in capital assets, net of related debt** – Report the component of net assets represented by the total of all capital assets, reduced by accumulated depreciation, and reduced by the amount of outstanding bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets (see indebtedness on capital assets). Some outstanding debt may be reported in both current and noncurrent liabilities. Include restricted capital assets.

**15 – Restricted-expendable** – Report restricted net assets that are expendable. Net assets should be reported as restricted when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and

regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Expendable net assets are all those not required to be retained in perpetuity.

**16 – Restricted-nonexpendable** – Report net assets that are restricted and nonexpendable. See line 15 for the definition of restricted. Nonexpendable net assets are those that are required to be retained in perpetuity.

**17 – Unrestricted** – This amount is automatically generated by taking the amount from line 18 and subtracting the total of lines 14-16. This should be the amount of net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

**18 – Total Net Assets** – This amount is automatically generated by taking the amount on line 06 (total assets) and subtracting the amount on line 13 (total liabilities). This should equal the amount reported as total net assets in the institution’s GPFS.

### **Part A (p. 2) – Plant, Property, and Equipment**

Report values of the asset categories shown on each line of the form. Report only assets reported as capital assets by the institution. Do not include those plant values that are a part of endowment funds or other capital fund investments in real estate. Financial reporting standards do not specify the exact categories of capital assets that must be reported. Respondents should match their categories to the categories provided on this Part as closely as possible even if the categories are not exact matches. An institution may have capital assets that do not fit within any of these categories; such assets are simply not reported in this Part. Amounts reported in this Part do not necessarily agree with amounts reported on the Statement of Net Assets above.

#### **Columns**

**Beginning Balance** – Report the balance for each line as of the beginning of the fiscal year (or the end of the prior year).

**Additions** – Report the amount of additions to capital assets during the reporting period from purchase, construction, gift, etc. or the amount of depreciation recognized during the period.

**Retirements** – Report the amounts removed from the accounting records during the year due to disposal, whether because of sale, loss, scrapping, etc. Amounts in this column are all automatically generated by adding the beginning balance and additions and subtracting the ending balance.

**Ending Balance** – This is the balance for each line as of the end of the fiscal year.

**Gross Asset Amounts** – The amounts on lines A21-A26 are the total carrying amounts of the capital assets, without reducing the amounts for accumulated depreciation.

**21 – Land & land improvements** – Report land and other land improvements, such as athletic fields, golf courses, lakes, etc.

**22 – Infrastructure** – Report infrastructure assets such as roads, bridges, drainage systems, water and sewer systems, etc.

**23 – Buildings** – Report structures built for occupancy or use, such as for classrooms, research, administrative offices, storage, etc. Include built-in fixtures and equipment that are essentially part of the permanent structure.

**24 – Equipment** – Report moveable tangible property such as research equipment, vehicles, office equipment, etc.

**25 – Art and library collections** - Report on this line library collections (capitalized amount of books, films, tapes, and other materials maintained in library collections intended for use by patrons) and capitalized art collections.

**26 – Property obtained under capital leases** – Report property obtained under capital leases if not reported on another line.

**27 – Construction in progress** – Report capital assets under construction and not yet placed into service.

**28 – Accumulated depreciation** – Report all depreciation amounts, including depreciation on assets that may not be included on any of the above lines.

## **Part B - Revenues and Other Additions**

Includes all operating revenues, nonoperating revenues, and other additions for the reporting period. This includes unrestricted and restricted revenues and additions, whether expendable or nonexpendable.

Operating revenues result from providing services and producing and delivering goods (see GASB Statement No. 9, paragraphs 16-19). In some cases an institution may report certain revenues in an **operating** or **nonoperating** category different from that shown on the IPEDS forms. This IPEDS survey form is not intended to dictate how an institution reports such revenues in its own general-purpose financial statements (GPFS). However, for consistency of reporting it is requested that information be reported on the most appropriate line provided on the forms.

### **Operating Revenues**

**01 – Tuition & fees, after deducting discounts & allowances** — Report all tuition & fees (including student activity fees) assessed against students for education purposes. Include revenues for tuition and fees net of discounts & allowances from institutional scholarships, waivers, etc. (report gross revenues minus discounts and allowances). Include here those tuition and fees that are remitted to the state as an offset to state appropriations. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here; see line 05.)

**02 – Federal operating grants and contracts** — Report revenues from federal governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract. Include federal land grant appropriations if considered operating revenue.

**03 – State operating grants and contracts** — Report revenues from state governmental agencies that are for specific research projects or other types of programs and that are classified as **operating** revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**04 – Local/private operating grants and contracts** — Report revenues from local governmental and nongovernmental agencies and organizations that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**05 – Sales & services of auxiliary enterprises, after deducting discounts & allowances** — Report revenues (net of discounts & allowances) generated by auxiliary enterprises that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.

**06 – Sales & services of hospitals, after deducting patient contractual allowances** — Include operating revenues (net of patient contractual allowances) for a hospital operated by the institution and clinics associated with training. Exclude clinics that are part of the student health services program that should be reported on line 03 or 06, as appropriate.

**07 – Independent operations** — Include all operating revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally funded research and development centers. Do not include the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds.

**08 – Other sources-operating** — This amount is automatically generated by taking the amount on line 09 and subtracting the total of lines 01-07. This amount should include all **operating** revenues not included on lines 01-07.

**09 – Total Operating Revenues** — Report total operating revenues from your GPFS.

**Nonoperating Revenues (Note: Non-operating revenues are those generated from non-exchange transactions, such as appropriations, gifts, and investment earnings. They are often used to support the operations of the institution. The term non-operating does not preclude use for operating expenses.)**

**10 – Federal appropriations** – Report all amounts received by the institution through acts of a federal legislative body, except grants and contracts. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs. An example is federal land-grant appropriations. If your institution accounts for land grant appropriations as operating revenue, include the amount received on line 02.

**11 – State appropriations** — Report all amounts received by the institution through acts of a state legislative body, except grants and contracts and amounts reportable on line 20. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs.

**12 – Local appropriations, education district taxes & similar support** – Report all amounts received from property or other taxes assessed directly by or for an institution below the state level. Include any other similar general support provided to the institution from governments below the state level, including local government appropriations.

**13 – Federal non-operating grants** – Report all amounts reported as nonoperating revenues from federal governmental agencies that are provided on a nonexchange basis. Include Pell Grants here. **Do not include revenues from the Federal Direct Student Loan (FDSL) Program.** Do not include capital grants & gifts reported on line 21.

**14 – State non-operating grants** – Report all amounts reported as non-operating revenues from state governmental agencies that are provided on a nonexchange basis. Do not include capital grants & gifts reported on line 21.

**15 – Local non-operating grants** – Report all amounts reported as non-operating revenues from local governmental agencies and organizations that are provided on a nonexchange basis. Do not include capital grants & gifts reported on line 21.

**16 – Gifts, including contributions from affiliated organizations** — Report revenues from private donors for which no legal consideration is provided; these would be nonexchange transactions as defined in GASB Statement No. 33 Accounting and Financial Reporting for Nonexchange Transactions. Include all gifts or contributions to the institution except those classified as additions to permanent endowments or capital grants & gifts. Include gifts from affiliated organizations. Include the amount of contributed services recognized by the institution. Do not include on this line amounts subject to reporting on line 21.

**17 – Investment income** – Report on this line all investment income not reported on other lines.

**18 – Other nonoperating revenues** – This amount is automatically generated by taking the total entered on line 19 and deducting the total of lines 10 through 17.

**19 – Total Nonoperating Revenues** – Report the total of all nonoperating revenues from your GPFS.

Other Revenues & Additions

**20 – Capital appropriations** – Report amounts provided by government appropriations intended primarily for acquisition or construction of capital assets for the institution.

**21 – Capital grants & gifts** – Report amounts received from gifts or grants primarily intended to provide for the acquisition or construction of capital assets for the institution.

**22 – Additions to permanent endowments** – Report gifts and other additions to endowments that are permanently nonexpendable.

**23 - Other revenues & additions** – This amount is automatically generated by taking the total on line 24 and deducting the total of lines 20 through 22.

**24 – Total Other Revenues & Additions** – This should be the total of all revenue and additions included in the GPFS below the line on the Statement of Revenues, Expenses, and Changes in Net Assets for “income before other revenues, expenses, gains, and losses.” There may be more than one figure in your own GPFS and thus it may be necessary to combine the revenues and additions reported in this category.

**25 – Total All Revenues & Other Additions** – This amount is automatically generated by adding the amounts from lines 07, 15, and 20.

### **Part C – Expenses and Other Deductions**

Includes all operating expenses and nonoperating expenses and deductions. See GASB Statement No. 9, paragraphs 16-19, for an explanation of operating activities. Included are the costs incurred for salaries and wages, goods, and other services used in the conduct of the institution's operations. Not included is the acquisition cost of capital assets, such as equipment and library books, to the extent the assets are capitalized under the institution's capitalization policy.

Part C requires that expenses and other deductions be reported in a matrix

format, resulting in data reported by both natural classification (object) and functional classification. Institutions are requested to provide data for both classifications although your general-purpose financial statements (GPFS) may report data by only one classification.

**Columns for natural classifications** – unless noted differently, amounts are entered in all columns except the “All Other” column.

**Current Year Total** – this is the total for the functional category or line.

**Salaries & Wages** – include all salary and wage payments made to employees.

**Employee Fringe Benefits** – include all employee fringe benefits such as retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, other in-kind benefits with cash options, and all other costs of employee benefits.

**Depreciation** – includes the current year's **depreciation** expense on capital assets.

**All Other** – Amounts in this column are automatically generated by taking the amount in the “Current Year Total” column and deducting amounts in the columns for salaries and wages, employee benefits, and depreciation. The amount should include all other expenses and deductions, such as supplies, telecommunications, travel, utilities, printing, maintenance contracts, professional services, interest, etc.

**Operating Expenses** – See the Glossary entry for each function (click on highlighted words or phrases) for information on reporting computer services within each function or only in certain functions.

**01 – Instruction** — Expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted should be included in this classification. Include expenses for both credit and noncredit activities. Exclude expenses for academic administration where the primary function is administration (e.g., academic deans); such expenses should be reported on line 05. The instruction category includes academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

**02 – Research** — This category includes all expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report nonresearch sponsored programs (e.g., training programs).

**03 – Public service** — Report expenses for all activities budgeted specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community. Include expenditures for community services and cooperative extension services.

**05 – Academic support** — This category includes expenses for the support services that are an integral part of the institution's primary missions of instruction, research, and public service. Include expenses for museums, libraries, galleries, audio/visual services, ancillary support, academic administration, personnel development, and course and curriculum development.



Include expenses for veterinary and dental clinics if their primary purpose is to support the institutional program.

**06 – Student services** — Report expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, and financial aid administration. This category also includes intercollegiate athletics and student health services, except when operated as self-supporting auxiliary enterprises.

**07 – Institutional support** — Report expenses for the day-to-day operational support of the institution, excluding expenses for physical plant operations. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development.

**08 – Operation & maintenance of plant** — Report all expenses for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenses for utilities, fire protection, property insurance, and similar items. See the instructions for line 09 relative to depreciation expense.

**09 – Depreciation** — Report depreciation expense on this line if all or most depreciation is reported separately in the institution's general-purpose financial statements (GPFS). Alternatively, depreciation expense may be distributed to the various functional classifications and shown in the depreciation column for each. An amount is entered only in the "Current Year Total" column; that same amount is automatically carried into the column for depreciation.

**10 – Scholarships and fellowships expenses, excluding discounts & allowances** Report scholarships and fellowships expenses in the form of outright grants to students selected and awarded by the institution. Report only amounts that exceed fees and charges assessed to students by the institution and that would not have been recorded as discounts & allowances. This classification will include the excess of awards over fees and charges from Pell grants and other resources, including funds originally restricted for student assistance. Do not include loans to students or amounts where the institution is given custody of the funds but is not allowed to select the recipients; these are transactions recorded in balance sheet accounts and not revenues and expenses.

**11 – Auxiliary enterprises** — Report expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops when the activities are operated as auxiliary enterprises.

**12 – Hospital services** — Report all expenses associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations.

**13 – Independent operations** — Include all expenses for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally funded research and development centers. Do not include the expenses of operations owned and managed as investments of the institution's endowment funds.

**14 - Other expenses and deductions** - These amounts are automatically

generated by taking the totals from line 15 (total operating expenses) and subtracting the total of lines 01-13. Since this is a generated number the data provider is advised to check this number against the corresponding number in the institution's GPFS. If the two numbers differ materially, the data provider is advised to examine other data entered for this screen for a keystroke error.

**15 – Total Operating Expenses** — Enter the total operating expenses in each column in amounts that agree with total operating expenses reported in the institution's GPFS.

#### **Nonoperating Expenses & Deductions**

**16 – Interest** – Report the total of **interest** expense for the year. The amount entered in the Total column will automatically be entered in the All Other column.

**17 – Other nonoperating expenses & deductions** – Amounts in this line are automatically generated by taking the amounts on line 18 and deducting the amounts on line 16.

**18 – Total Nonoperating Expenses & Deductions** – Amounts on this line are automatically generated by taking the amounts on line 19 and subtracting the amounts on line 15.

**19 – Total Expenses & Deductions** — Enter on this line totals that agree with the institution's GPFS.

#### **Part D – Summary of Changes In Net Assets**

This Part is used to provide a summary of changes in net assets and to determine that all amounts being reported on the Statement of Net Assets (Part A), Revenues and Other Additions (Part B), and Expenses and Other Deductions (Part B) are in agreement.

**01 – Total revenues & other additions** – The amount on this line is automatically brought forward from Part B, line 25.

**02 – Total expenses & other deductions** – The amount on this line is automatically brought forward from Part C, line 19.

**03 – Increase in net assets during year** – This amount is automatically generated by subtracting line 02 from line 01.

**04 – Net assets beginning of year** – Enter the amount of total net assets at the beginning of the year.

**05 – Adjustments to beginning net assets** – This amount is automatically generated by subtracting lines 03 and 04 from line 06.

**06 – Net assets end of year** – This amount is automatically brought forward from Part A, line 18.

#### **Part E – Scholarships and Fellowships**

**Institutional Expenses and/or Discounts & Allowances** – Report in this section the amount from transactions where the institution makes the award of scholarships and fellowships from its funds or provides a waiver of fees and charges otherwise due the institution. Amounts to be reported in this section should match amounts reported by the institution as scholarships and fellowships expenses or discounts & allowances.

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee

waivers, and prizes to undergraduate students. Fellowships are defined as grants-in-aid and trainee stipends to graduate students. They do not include funds for which services to the institution must be rendered, such as payments for teaching or wage payments under the college work-study program (CWSP). **Do not include expenditures for the Federal Direct Loans Program** or any other loan program where the student or parents are obligated to repay the loan (see loans to students). Remission of tuition in exchange for a service such as teaching should be classified as an expense of the function for which services are preformed. Remission of tuition because of faculty status or a family relationship should be categorized as an employee fringe benefits expense.

**Gross Scholarships and Fellowships** – Report the total amount (gross) of various scholarships and fellowships without considering how much was ultimately reported as scholarships and fellowships expenses or discounts & allowances. Gross amounts for each category are discussed as “expenditures” for convenience and may include waivers; all amounts reported should have been recorded by the institution as either scholarships and fellowships expenses or discounts & allowances.

**01 – Pell grants (federal)** — Report the gross amount of Pell grants disbursed or otherwise made available to recipients by your institution.

**02 – Other federal grants** — Report expenditures for scholarships and fellowships, excluding Pell Grants, that were funded from federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Report institutional matching funds for SEOGs under institutional expenditures. Include the federal support portion of State Student Incentive Grants (SSIGs). Do not include loans or CWSP.

**03 – Grants by state government** — Report expenditures for scholarships and fellowships that were funded by your state such as the state share of State Student Incentive Grants (SSIGs). Report portable student aid from another state as a state source.

**04 – Grants by local government** — Report expenditures for scholarships and fellowships that were funded by local governments.

**05 – Institutional grants from restricted sources** — Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments) that used restricted-expendable net assets of the institution.

**06 – Institutional grants from unrestricted sources** — This line is automatically generated by taking the total on line 07 and subtracting the total of lines 01-05. This amount should include expenditures for scholarships and fellowships from unrestricted net assets of your institution. The institutional matching portion of federal, state or local grants should be reported here. Include athletic scholarships if appropriate.

**07 – Total Gross Scholarships and Fellowships** — Enter total scholarship & fellowship amounts.

**Discounts & Allowances** – Report the amount of the gross scholarships and fellowships entered above that were recorded as discounts & allowances.

**08 – Discounts & allowances applied to tuition & fees** – Report the amount of discounts & allowances that were recorded as an offset (reduction) to student tuition & fees.

**09 – Discounts & allowances applied to sales & services of auxiliary enterprises** – This line is automatically generated by taking the total on line 10

and subtracting the amount on line 08. This should be the amount of discounts & allowances that were recorded as an offset (reduction) to revenues of auxiliary enterprises.

**10 – Total Discounts & Allowances** – This line is automatically generated by taking the amount on line 11 and subtracting the amount on line 07.

**11 – Net Scholarships and Fellowships After Deducting** Discounts & Allowances – This is the amount reported as scholarships and fellowships expenses by the institution. The amount is brought forward from the Current Year Total column of Part C, line 10.

**Part F – Component Units – (FASB Only) (These component units include affiliated entities as described in GASB statement 39. The requirements of GASB 39 are not required to be implemented until fiscal years beginning after June 15, 2003, therefore no information is required on this portion of the survey until the institution implements the revised component unit definitions set forth in this new standard.)**

This Part is used to report summarized financial information for each component unit. Use this set of forms only for component units that report using FASB standards. Use one set of the component unit forms provided for the financial data reported in each separate column of the institution's general-purpose financial statements (GPFS). Where reference is made to the component unit's GPFS, apply the reference to either statements actually issued or what would be reported if the unit(s) issued separate statements.

**Entities Included** – Identify in this space the name or names of the entities whose data is being reported. Abbreviate or shorten as needed, but please identify the number of entities included where units have been combined.

**Primary nature of unit(s)** – Identify the general nature of each component unit being reported as identified in the previous item, such as "fund raising/investment," "research," etc.

**Statement of Financial Position** - Report the assets, liabilities, and net assets of the component unit in this Part.

**01 – Long-term investments** – Enter the total of all long-term investments as reported in the GPFS.

**02 – Other assets** – This amount is automatically generated by taking the amount on line 03 and subtracting the amount on line 01. This amount should agree with the total of all assets other than long-term investments reported in the GPFS.

**03 – Total Assets** – Enter the total of all assets as reported in the GPFS.

**04 – Total Liabilities** – This amount is automatically generated by taking the amount on line 03 and subtracting line 08. This should be the total of all liabilities as reported in the GPFS.

**Net Assets** – Report on lines 05-08 the amount of all net assets.

**05 – Temporarily restricted** – Report net assets that are temporarily restricted but expendable. Net assets should be reported as restricted when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Temporarily restricted net assets are all restricted net assets not required to be retained in perpetuity.

**06 – Permanently restricted** – Report net assets that are permanently restricted and nonexpendable. See line 05 for the definition of restricted. Permanently restricted net assets are all restricted net assets that are required to be retained in perpetuity.

**07 – Unrestricted** – This amount is automatically generated by taking the amount on line 08 and subtracting the total of lines 05-06. This should be the amount of net assets that do not meet the definition of “restricted.”

**08 – Total Net Assets** – Enter the amount reported as total net assets in the GPFS.

**Statement of Activities** – This includes all revenues and expenses and other additions and deductions or gains and losses of the component unit(s) for the reporting period.

**09 – Investment return** – enter the total of all investment return, including amounts referred to as income on long-term investments, other investment income, or net unrealized and realized gains.

**10 – Other revenues, gains, & other support** – This line is automatically generated by taking the amount on line 11 and subtracting the amount on line 09. This should be the total of all revenues, gains, and other support except for investment return reported on line 09.

**11 –Total Revenues, Gains, & Other Support** – Enter the total of all revenues, gains, & other support.

**12 –Total expenses** — This should agree with the total expenses from the GPFS.

**12a – Expenses paid to institution** – Report here the amount included in line 12 that was paid to the institution for which this survey is reporting.

**13 –Total losses** – This line is automatically generated by taking the amount on line 14 and subtracting the amount on line 12. This should agree with the total of all losses from the GPFS.

**14 – Total Expenses And Losses** – The amount on this line is automatically generated by taking the amount on line 11 and subtracting the amount on line 15. This should agree with the total of all expenses and losses from the GPFS.

**15 –Increase In Net Assets** – Enter the amount from the line with the same description from the GPFS.

**16 – Net assets-beginning of year** – Enter the total net assets at the beginning of the year from the GPFS.

**17 – Adjustments to beginning net assets** – This line is automatically generated by taking the amount on line 18 and subtracting lines 15 and 16.

**18 – Net assets-end of year** – This amount is automatically brought forward from line 08 above.

**Part G – Component Units (GASB Only)** (These component units include affiliated entities as described in GASB statement 39. The requirements of GASB 39 are not required to be implemented until fiscal years beginning after June 15, 2003, therefore no information is required on this portion of the survey until the institution implements the revised component unit

**definitions set forth in this new standard.)**

This Part is used to report summarized financial information for each component unit. Use this set of forms only for component units that report using GASB standards. Use one set of the component unit forms provided for the financial data reported in each separate column of the institution's general-purpose financial statements (GPFS). Where reference is made to the component unit's GPFS, apply the reference to either statements actually issued or what would be reported if the unit(s) issued separate statements.

**Entities Included** – Identify in this space the name or names of the entities whose data is being reported. Abbreviate or shorten as needed, but please identify the number of entities included where units have been combined.

**Primary nature of unit(s)** – Identify the general nature of each component unit being reported as identified in the previous item, such as “fund raising/investment,” “research,” etc.

**Statement of Net Assets** - Report the assets, liabilities, and net assets of the component unit in this Part.

**01 – Total current assets** – Enter the total of all current assets as reported in the GPFS. (Note: all current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.)

**02 – Total noncurrent assets** – This amount is automatically generated by taking the amount on line 03 and subtracting the amount on line 01. This amount should agree with the total of all noncurrent assets as reported in the GPFS.

**03 – Total Assets** – Enter the total of all assets as reported in the GPFS.

**04 – Total current liabilities** – Enter the total of all current liabilities as reported in the GPFS.

**05 – Total noncurrent liabilities** – This amount is automatically generated by taking the amount on line 06 and subtracting line 04. This should be the total of all noncurrent liabilities as reported in the GPFS.

**06 – Total Liabilities** – This amount is automatically generated by taking the amount on line 03 and subtracting the amount on line 11.

**Net Assets** – Report on lines 07-11 the amount of all net assets.

**07 – Invested in capital assets, net of related debt** – Report the component of net assets represented by the total of all capital assets, reduced by accumulated depreciation, and reduced by the amount of outstanding bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Some outstanding debt may be reported in both current and noncurrent liabilities. Include restricted capital assets.

**08 – Restricted-expendable** – Report net assets that are restricted but expendable. Net assets should be reported as restricted when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Expendable net assets are all those not required to be retained in perpetuity.

**09 – Restricted-nonexpendable** – Report net assets that are restricted and nonexpendable. See line 08 for the definition of restricted. Nonexpendable net assets are those that are required to be retained in perpetuity.

**10 – Unrestricted** – This amount is automatically generated by taking the amount on line 11 and subtracting the total of lines 07-09. This should be the amount of net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

**11 – Total Net Assets** – Enter the amount reported as total net assets in the GPFS.

**Statement of Revenues, Expenses, and Changes in Net Assets** – This includes all operating revenues and expenses, nonoperating revenues and expenses, and other additions/deductions (gains and losses) of the component unit(s) for the reporting period. This includes unrestricted and restricted revenues and additions, whether expendable or nonexpendable.

**12 – Total operating revenues** — Enter the total of all operating revenues from the GPFS. Operating revenues result from providing services and producing and delivering goods (see GASB Statement No. 9, paragraphs 16-19).

**13 – Total operating expenses** — This line is automatically generated by taking the amount on line 12 and subtracting the amount on line 14. This should agree with the total of all operating expenses from the GPFS.

**13a – Expenses paid to institution** – Report the amount included on line 13 that was paid to the institution for which this survey is reporting

**14 – Net Operating Revenues (Expenses)** – Enter the amount from the line with the same description from the GPFS.

**15 – Total nonoperating revenues** – Enter the total of all nonoperating revenues from the GPFS.

**16 – Total nonoperating expenses** – Amounts on this line are automatically generated by adding the amounts on lines 14 and 15 and subtracting the amount on line 17.

**17 – Income Before Other Revenues, Expenses, Gains, Or Losses** – Enter the amount from the line of the same general description from the GPFS.

**18 – Total other additions & deductions** – This line is automatically generated by taking the amount on line 19 and subtracting the amount on line 17. This should be the total of all revenues, expenses, gains, and losses included in the component unit's GPFS below the line on the Statement of Revenues, Expenses, and Changes in Net Assets for “income before other revenues, expenses, gains, and losses.” This exact figure may not be in your own published financial statements and thus it may be necessary to add together the revenues and additions reported in this category.

**19 – Change In Net Assets** – Enter the amount from the line with the same description from the GPFS.

**20 – Net assets-beginning of year** – Enter the amount of total net assets at the beginning of the year from the GPFS.

**21 – Adjustments to beginning net assets** – This line is automatically generated by taking the amount on line 22 and subtracting lines 19 and 20.

**22 – Net assets-end of year** – This amount is automatically brought forward from line 11 above.

## Part H – Details of Endowment Assets

Report the amounts of gross investments of endowment, term endowment, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations. DO NOT reduce investments by liabilities for Part H. (302.3, 311.3) For institutions participating in the NACUBO Endowment Study, these amounts should be comparable with values reported to NACUBO.

THIS FORM APPEARS ONLY FOR INSTITUTIONS ANSWERING YES TO THE GENERAL INFORMATION QUESTION REGARDING ENDOWMENT ASSETS.

**01 – Value of endowment assets at the beginning of the fiscal year** — If the market value of some investments is not available, use whatever value was assigned by the institution in reporting market values in the annual financial report.

**02 – Value of endowment assets at the end of the fiscal year** — Report here the market value of the endowment assets at the end of the fiscal year. If the market value is not available for some investments, use whatever value was assigned by the institution in reporting market values in the annual financial report.

#### GENERAL INSTRUCTIONS FOR PARTS J, K AND L

Report data for the same fiscal year as reported in parts A through E. Report gross amounts but exclude interfund transfers. Include the transactions of all funds of your institution, with the exception of component units reported in Parts F or G.

These instructions conform to the U. S. Census Bureau's Government Finance and Employment Classification Manual. This manual can be viewed on the Internet at

<http://www.census.gov/govs/www/class.html>

Do not delay reporting to await audited figures if substantially accurate figures can be supplied on a preliminary basis. The amounts reported for the Census Bureau part of the form are used for statistical purposes only. They are not audited, used for any indicators of compliance and have no implications for policy. They are not released to the public at the institutional level, but rather are aggregated to the parent government level and included with the transactions of the parent government.

#### INSTRUCTIONS FOR PART J - REVENUES

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

#### Line

1. All amounts will be obtained from Parts B and E. The Census Bureau includes tuition and fees from part B plus discounts and allowances (applied to tuition) from Part E).
2. Sales and services – Report separately only sales and service attributable to activities indicated for column 2 and column 4. All other amounts will be obtained from Parts B and E, or will be calculated.
3. Exclude Pell grants and any Federal loans received on behalf of the students. Include all other direct Federal grants, including research grants, in the appropriate column.
4. Include state appropriations in the proper column. Include all operating and non-operating appropriations, as well as all current and capital appropriations.
5. Include state grants and contracts in the proper column.
6. Include local government appropriations in the appropriate column, regardless of whether appropriations were for current or capital. This generally applies only to



- local institutions of higher education.
7. Include local grants and contracts in the appropriate column.
  8. This item applies only to local institutions of higher education. Include in column 1 any revenue from locally imposed property taxes or other taxes levied by the local higher education district. Include all funds – current, restricted, unrestricted and debt service. Exclude taxes levied by another government and transferred to the local higher education district by the levying government.
  9. Include gifts for both current and capital uses. Include grants from private organizations and individuals here. Include additions to permanent endowments if they are gifts. Exclude gifts to component units.
  10. Report the total interest earned in column 1. Include all funds and endowments, but exclude earnings of component units if reported in Part F.
  11. Dividends should be reported separately if available. Report only the total, in column 1, from all funds including endowments but excluding dividends of any component units. Note: if dividends are not separately available, please report include with Interest earnings in J10, column 1.
  12. Report only the total earnings. The Census Bureau does not treat unrealized gains are not recorded as revenues. Use column 1 only.

## INSTRUCTIONS FOR PART K – EXPENDITURES

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

### Line

1. Report only the salaries & wages for Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
2. Report only the employee benefits for staff associated with Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
3. Applies to state institutions only. Include amounts paid to retirement systems operated by your state government only. Include employer contributions only. Exclude employee contributions withheld.
4. Includes supplies, materials, contracts and professional services, utilities, travel, and insurance. Excludes both employer and employee contributions to retirement, scholarships and fellowships (see line 09), capital outlay, and salaries.
5. Construction from all funds (plant, capital, or bond funds) includes expenditure for the construction of new structures and other permanent improvements, additions replacements, and major alterations. Report in proper column according to function.
6. Equipment purchases from all funds (plant, capital, or bond funds).
7. From all funds (plant, capital, or bond funds), include the cost of land and existing structures, as well as the purchase of rights-of-way.
8. Interest paid on revenue debt only. Includes interest on debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Report only the total, in column 1. Excludes interest expenditure of the parent state or local government on debt issued on behalf of the institution and backed by that parent government. Also excludes interest on debt issued by a state dormitory or housing finance agency on behalf of the institution.
9. Do not report. The Census Bureau will obtain all amounts from Part E.

## INSTRUCTIONS FOR PART L – DEBT AND ASSETS

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

Lines 01 through 06 – Include revenue debt only. Includes debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Excludes debt of the parent state or local government issued on behalf of the institution and

backed by that parent government. Also excludes debt issued by a state dormitory or housing finance agency on behalf of the institution. Report the appropriate category. Long-term debt and short-term debt are distinguished by length of term for repayment, with one year being the boundary. Short-term debt must be interest bearing.

Lines 07, 08, and 09 – Report the total amount of cash and security assets held in each category. Report assets at book value to the extent possible. Includes cash on hand in each type of fund. Sinking funds are those used exclusively to service debt. Bond funds are those established by your institution to disburse revenue bond proceeds. (Exclude bond funds established by your parent state or local government to disburse the proceeds of debt they guarantee.) All other funds might include current, plant, or endowment funds. Exclude the value of fixed assets and exclude any student loan funds established by the Federal government.